

Employer Layoff Obligations

When a layoff occurs, the Maryland Division of Unemployment Insurance requests that employers provide the Division with relevant information and comply with other obligations.

Provide the Division with Requested Information

When a former employee files a claim for benefits, the Division will request separation information from the employer. The **Request for Separation Information** notifies the employer that a claim was filed and requests that the employer provide the reason for separation from employment.

- ☐ All requested information must be entered on this form. The information provided will be used in determining eligibility for benefits and may impact whether an employer's account is charged for benefits paid.
- ☐ Employers must submit the completed form by the due date or be assessed a \$15 penalty.
- ☐ Employers have three options for responding to the Request for Separation Information: in **BEACON 2.0** (employer.beacon.labor.md.gov/); via the **State Information Data Exchange System (SIDES)** (labor.maryland.gov/employment/uicides.shtml); or by mail (to the address appearing on the form).
- ☐ After the form is submitted, the Division may contact employers to provide additional information.

Mass Layoff

- ☐ Employers are required to inform the Division at least 48 hours before a mass layoff (affecting 25 or more workers) that is permanent, indefinite, or lasting seven days or more. Mass layoffs may be reported in **BEACON 2.0** (employer.beacon.labor.md.gov/).
- ☐ If an employer does not have advance knowledge of the layoff, the employer is required to submit a list of affected workers (ordered alphabetically or by Social Security numbers) to the Division within 48 hours of the commencement of the mass layoff. The list must include:
 - Employees' names and Social Security numbers
 - Each employee's last weekly or hourly pay/rate
 - Any information about bonus pay, severance pay, and vacation/holiday pay,
 - Indicate every worker who receives pension or retirement pay, the amount received, and whether or not the worker contributed to it
 - Expected date of recall, if known
 - Last day of work

Employers covered by the **WARN Act** (dol.gov/general/topic/termination/plantclosings) must provide 60 days' advance notice of any mass layoff or plant closure. For additional information, visit labor.maryland.gov/employment/disworkerreport.shtml or call the **Maryland Dislocation Services Unit** at **410-767-2833**.

To learn more, employers may visit the DUI website at mdunemployment.com or call **410-949-0033**.